

SOCIAL SERVICES ASSISTANTS

Are you dependable, have a great attitude, and work well with others?

Community Outreach is looking for the newest members of our great team who are passionate about helping people. We are seeking part- or full-time, hourly SSAs for various shifts. We believe in work life balance, and a positive work environment.

Position Purpose:

Supervise transitional housing shelter clients, provide direct housing services and support to clients, ensure that COI rules are followed, make referrals as needed, and coordinate with COI's community partners.

Responsibilities:

- Supervise the use of shelter facilities, including such activities as inventory control, ensuring that sleeping areas, kitchens, bathrooms, food pantries and storerooms are stocked and organized sufficiently, and opening and closing the shelter.
- Ensure that residents complete their daily routines, chores, and goals, ensuring compliance with agency rules and requirements.
- Work in control centers, answer inquiries and telephones professionally and promptly, routing messages and calls, and performing administrative duties as required or assigned.
- Respond to requests and needs for food boxes, housing screenings, messages, mail, and other services.
- Perform housekeeping functions, including cleaning, dusting, vacuuming and laundry.
- Provide case managers and therapists with relevant client information.
- Document pertinent information to client files, Progress Notes Logs, and statistical, program and other reports as needed.
- Conduct client urinalysis and breathalyzer readings as required or assigned.
- Provide appropriate responses to shelter incidents, assist with crisis intervention, and contact and interact with various emergency services and other agencies as required or assigned.
- Maintain a safe and secure facility, reporting maintenance and safety issues promptly.
- Attend shelter events and meetings.
- Take the initiative to find and complete high priority tasks.
- Perform other duties as required or assigned.

Position Requirements:

- Must be at least 18 years of age.
- High school degree or equivalent.
- Commitment to COI's vision, mission, values and goals, and being a client advocate.
- Excellent dependability, collaboration, interpersonal, and communication skills (orally and in writing).
- Ability to work both independently, and collaboratively as a team member.
- Ability to perform quality work within deadlines with or without direct supervision.
- Detail oriented, with strong organizational and time management skills, and the ability to manage competing priorities in a complex and fast-paced environment.

- Computer proficiency.
- Ability to maintain clear professional boundaries with clients, and confidentiality.
- Ability to interact professionally with other employees, clients, donors, and outside agencies.
- Ability to successfully complete a state background check.
- Ability to lift or maneuver 40 lbs., as well as stand, kneel, stoop, bend and sit.
- Must be able to perform the essential functions of the position with or without accommodations.

Compensation and Benefits:

- Wages begin at \$15.70 per hour (plus \$1.00 per hour for overnight shifts).
- COI provides 18 days of Paid Time Off (PTO) beginning the first year.
- Holidays worked for SSAs are compensated at time and a half.
- COI provides medical, dental, vision, short- and long-term disability, and life insurance for full time employees.
- Employee Referral Bonus program.
- Employee Assistance Program.

About Community Outreach, Inc:

Community Outreach delivers appropriate services to help people help themselves and others lead healthy, productive lives. Founded in 1971 Community Outreach provides basic human services for homeless and very low-income individuals and families in the mid-Willamette Valley, including emergency shelter, transformational housing, case management, nature-based childcare, a food bank, medical and dental clinics, and rehabilitative counseling.

Community Outreach responds to human needs by providing direct services, and by collaborating with other agencies and organizations. Community Outreach assists people without discrimination, and treats them with respect, integrity, and dignity. In the broadest sense, Community Outreach intends to relieve pain and suffering, lessen oppression, meet basic human needs, and promote justice, equality, and diversity. At the heart of every one of our social service programs lies one of these major principles.

To Apply:

Send your resume to gmoore@communityoutreachinc.org